

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.state.mo.us/acct/>

**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** July 30, 2002  
**RE:** Manual Check Procedures

Agencies are reminded that the request of a manual check must be pre-approved by OA/Accounting. OA/Accounting will only approve the issuance of a manual check if the state agency can prove that the check has to be dated prior to the time it takes to get a document processed and in the system. Manual check requests are generally denied by OA/Accounting because a document can be processed and accepted into the system on the same day and a check received the next working day with a check date two days after the acceptance date of the document.

When an agency is able to provide adequate justification for the issuance of a manual check and OA/Accounting approves the issuance of a manual check, the agency must input and get a payment voucher document to accept status prior to 10:00 a.m. that day. Once the payment voucher document is in accept status, then the agency must notify OA/Accounting's Central Accounting Manager or supervisors. These OA/Accounting positions are currently held by Valerie Heet, Darlene Hunter, and Carol Norman. Valerie, Darlene, and Carol can be reached through e-mail at [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us). Manual checks will be printed the same day and distributed to the agency by OA/Accounting the same day. The check date will be the next working day. The check cannot be presented to a bank until after 3:00 p.m. the day it is issued.

In an extreme emergency, agencies may contact OA/Accounting and request a manual check issued in the afternoon. However, the agency must have the request approved and the payment voucher in accept status prior to 1:00 p.m.

As a reminder, the issuance of a manual check is strongly discouraged and rarely approved. However, if an agency can justify the request and it is approved by OA/Accounting, then a manual check can be issued.

If you have any questions in regard to manual check procedures, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting's Agency Customer Service desk for assistance.